



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 372.4

Job Title: **PAYROLL CONTROL SUPERVISOR**

Pay Grade: 20

### **GENERAL SUMMARY:**

Manages the daily operation of the Payroll Control section of the Controller's Offices. Supervises employees responsible for auditing the City's personnel actions.

### **RESPONSIBILITIES:**

- Schedules, trains and evaluates employees involved in City personnel action auditing.
- Audits personnel action forms (201s) to ensure compliance with City policies and ordinances.
- Ensures that payroll procedures are in compliance with City, State and Federal guidelines.
- Reviews department and section procedures; formulates and recommends new procedures as necessary.
- Researches, analyzes and resolves complex payroll problems.
- Audits and approves stop-payment requests, reissue checks, wage garnishments and payment vouchers.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade which might normally be acquired through up to 18 months of education or training beyond the high school level.

#### **EXPERIENCE:**

Four years of payroll accounting or related experience are required, preferably within the City environment.

#### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hiring, terminations and pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Payroll Control Clerk  
Senior Payroll Control Clerk  
Payroll Control Supervisor

*Effective: June 1991*

*Revised: September 1994*